



## Menominee Casino Resort

### 1st Posting

**Position** Human Resources Clerk

**Job Status** Full-Time

**Minimum Age** 18

**Wage** \$11.00

**Date Posted** Thursday, November 09, 2017 8:00:00 AM

**Date Closed** Wednesday, November 15, 2017 4:30:00 PM

*FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.*

### SUMMARY

HR Clerk provides clerical support for the Human Resources staff as needed to ensure that all necessary functions are completed in a timely and organized manner.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Promote positive employee relations with all MCR/TC employees and Guests to HRD.
- Performs routine clerical duties such as hire and term letters, Applicant data entry into Pryme, mail distribution, posting open positions, and answering main incoming telephone line for HRD.
- Responsible to ensure that the MCR/TC Job Hot Line is kept current with open positions.
- Responsible to maintain Unemployment Statistics and assist in tracking status of Grievances.
- Responsible to provide assistance to applicants regarding open positions to ensure that the applications are as complete as possible.
- Responsible for the Criminal Background Checks at Menominee Tribal Court on scheduled basis.
- Print on-line applications daily and prepare Job Folders combining on-line and hard copy applications for Recruitment Specialist.
- Responsible for maintaining all HRD files which includes scanning files into Pryme and laser fiche appropriate documents, i.e. educational diplomas and certificates.
- Monitor the general upkeep of all new, existing, and terminated employee files.
- Responsible to prepare new hire packets for orientation and ensure that the information is current.
- Provides departing employees with Exit Interview Form, ensures that checkout procedures are complete and distributes final payroll check.
- Maintains record of all files removed from HRD cabinets and follows up to ensure their return.
- Assists with filing data in employee's records and other recordkeeping functions required by HRD.
- Responsible to prioritize workload and be a self-starter.
- Responsible for maintaining a consistent, regular attendance record.
- Shall be responsible to assist with any other duties as assigned.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Minimum Requirement: High School diploma or G.E.D.

One year experience working in a Human Resource Department or a combination of related Human Resource experience and or Human Resource training equivalent to one year.

Must be of good integrity and demonstrate a strong capacity for maintaining confidentiality.



**MENOMINEE**  
CASINO RESORT

## Menominee Casino Resort

### **SPECIAL QUALIFICATIONS**

- Must be proficient with Microsoft Word and Excel and knowledgeable of performing data entry functions.
- Must be 21 years of age, dependable, responsible, and reliable.
- Must be able to function well in a teamwork environment.
- Must remain professional at all levels of business transactions.

### **CRIMINAL BACKGROUND MINIMUM REQUIREMENTS**

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding 2 years.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as MCR Policies & Procedures, operation manuals, procedure manuals, memos. Ability to write routine reports and correspondence. Ability to speak effectively before groups or Employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percentages.

### **REASONING ABILITY**

Ability to apply commonsense understanding to carry out detailed of organization. Ability to deal with problems involving a few concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to sit, stand, walk, reach with hands and arms, and talk or hear. The Employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.